

Money Matters

Each semester you will need to pay tuition, Students' Union, ancillary, and additional lab fees where applicable.



How much do I need to pay?

Fees for undergraduate degree, diploma and certificate programs per semester (including student fees) are \$8,072.12 (up to 15 credits).

- Additional credits over the first 15 will cost \$635.00 extra per credit plus applicable ancillary fees.
- Some courses have additional 'lab' fees.

NOTE - All fees quoted are in Canadian dollars and are subject to change without prior notice.

Medical insurance fees may also apply.

For other specific program fees please refer to the VIU website: international.viu.ca/fees.

When do I need to pay?

Payment due dates for returning students:

- November 30 for Spring 2019 semester.
- April 1 for Summer session 2019.
- August 1st for Fall 2019 semester.

Students will be charged a \$200 late fee for payment made after these dates and risk being withdrawn from their courses.

How do I pay?

- Recommended: Online through a Canadian bank account (your account number is your VIU student number) or online through a credit card.
- In person at the cashier's office in Building 200 — cash, cheque, bank draft, Visa, MasterCard, American Express or debit.

NOTE: your debit card may have a daily limit, so please check with your bank first.

For more information, come to the Centre for International Education B255 to speak to someone in finance, or email: iefinance@viu.ca, please include your full name and student ID number.

VIU Learn

Many academic instructors communicate with their students through VIU Learn. After creating your VIU student computer account, you can log in to your course at learn.viu.ca. If you are unable to login you may have not created your student account, or your password may have expired. You also may have just registered in your courses and the system will update your registration in VIU Learn overnight. Problems logging in? Contact learnsupport@viu.ca or call 250.740.6179.

GPS: Program Planning

VIU's Goal Planning System (GPS) can be launched from your online student record. GPS will show how the courses you have already completed can work towards your academic goals and will list courses you still need to complete. We encourage you to discuss your GPS results with your Degree Advisor or Program Chair.

Transcripts

An official transcript is a complete record of your academic performance; it bears the signature of the Registrar and is printed on official transcript paper. Official transcripts can be ordered through your online student record or at the Registration Centre B200. The fee is \$11.60 per copy. A rush transcript, ordered for same-day pick up or mailed the next day, is available for \$19.25 per copy. An unofficial transcript is available to you at no charge from your online student record.

Talk to an Advisor

To discuss your course selection or for assistance achieving academic success, meet with an International Student Advisor by visiting the Centre for International Education (Building 255).

Call: **250.740.6315**

Email: advising.international@viu.ca

Check the website for drop-in hours and links to important resources:

international.viu.ca/advising

Students in degree programs are also served by our Degree Advisors. For contact information please visit:

viu.ca/advising/currentstudents/degreeadvisors.asp

Exams

Do not plan trips or be unavailable during final exam dates: April 17-30, 2019

Exam schedules will be available in early March and will be posted in your online student record.

Student Photo Identification & Library Card

The Photo Identification Office is located in B305 Library Commons. For hours and additional information see viu.ca/smartcard.

Confidentiality of Your Record

Photo identification is required to obtain services at the Registration Centre B200 and the Centre for International Education B255.

We protect your student record by using your student number, your online student record password, and a security question and answer.

A parent, spouse, agent, or friend may not act on your behalf to conduct any business or make any detailed inquiries about your account without your consent. To authorize someone to act on your behalf when speaking to us you will need to provide them with your student number and the answer to your security question. If you share this information with a third party, it is good practice to change it afterwards.

Medical Insurance

International Students have access to two layers of medical insurance:

1) Basic medical insurance (mandatory for all VIU students):

- Automatic enrollment through **guard.me** during your first semester.
- After three months of residency in British Columbia, you are required to register and obtain basic medical insurance from BC Medical Services Plan (BC MSP). It takes up to 6 weeks to get confirmation of coverage, so apply as soon as you are eligible. If you apply on time, you may avoid being charged for the additional semester of **guard.me** insurance.

Important Cost Saving Information for Returning Students:

Costs for **guard.me** will be charged until you successfully "Opt Out" by sending required proof of BC MSP coverage to **guard.me**. To avoid payment for Spring 2019 semester, opt out confirmation must be received by **January 31, 2019**. See guard.me/viubinbound for more details.

2) Extended Health and Dental Insurance:

Full-time academic students (9 credits or more per semester) at the Nanaimo campus will be assessed a fee of \$275 on behalf of the Students' Union to pay for one year of Extended Health and Dental coverage. This fee is due by January 21, 2019. Students who already have comparable coverage may arrange to opt out of this plan by contacting the Students' Union well in advance of the due date. See viu.ca for more details. Any questions should be directed to the Students' Union at 250.754.8866.

Grades

At the end of each semester, your grades will be posted to your online student record. If you wish to appeal a final grade, the appeal procedure is available from the Registration Centre (B200). You must begin an official grade appeal within 15 days of the date the grade is assigned (excluding university holiday closures).

Emergency Notifications

"Safety VIU" is an app available for Apple, Android and Blackberry devices. In addition to allowing VIU to send messages to you in times of emergency, the app features quick access to Campus Security, a personal safety toolbox, campus maps and more. Download it for free today!

Parking/Transportation

Pay parking is in effect at the Nanaimo Campus, from 8am–8pm, Monday to Saturday on a "First-Come, First-Parked" basis. Please check the Parking/Security website at viu.ca/parking for information on regulations. Due to limited parking, alternative forms of transportation are encouraged such as the bus, carpooling, and walking or biking. Printed bus schedules are available at the Student Union office in Building 193 and on board the buses. For online schedule, go to bctransit.com/nanaimo/schedules-and-maps.

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For more information, call or visit

the Centre for International Education at Vancouver Island University Campus

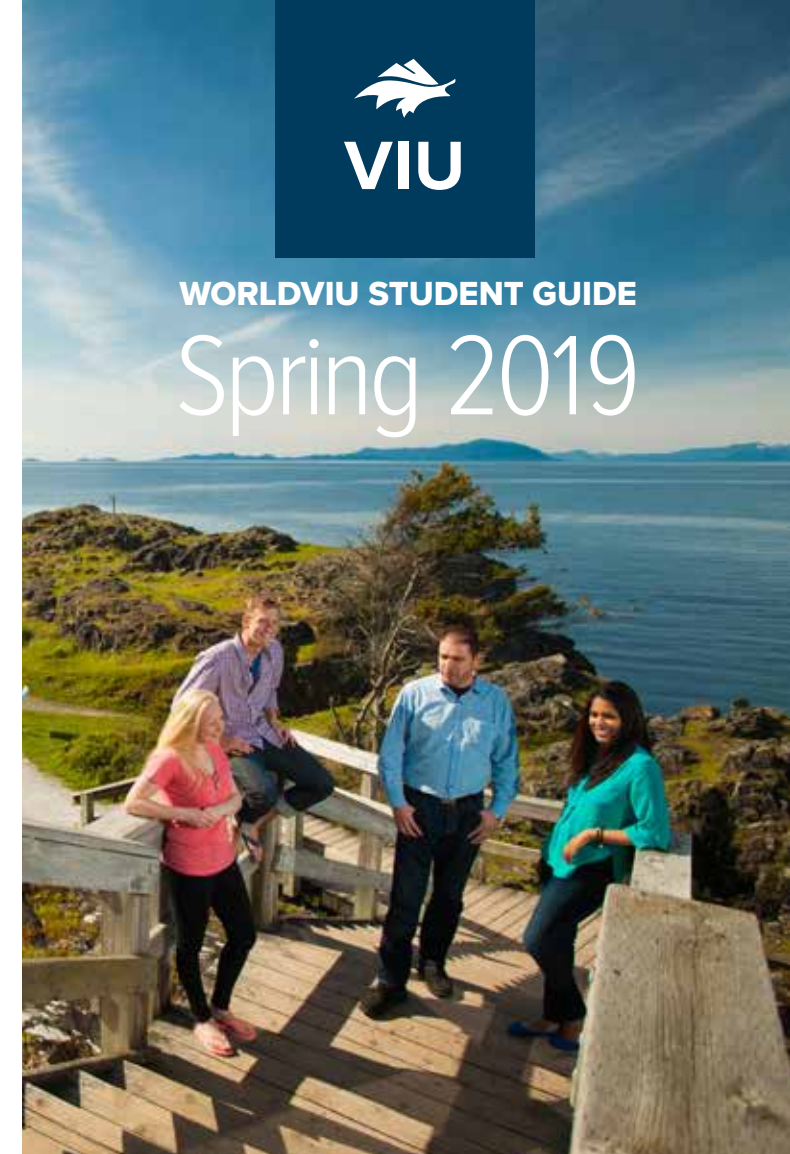
Nanaimo: Toll-free 1.888.920.2221, or 250.740.6315.

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WORLDVIU STUDENT GUIDE

Spring 2019



HELPFUL INFORMATION FOR
International Students

world.viu.ca/iss
#lovewhereyoulearn

Welcome

to the Spring 2019 academic semester at Vancouver Island University!



The International Student Services team is available to provide personal assistance with any of your registration questions. In addition to the information in this bulletin, you should also become familiar with the general regulations in our online calendar at viu.ca/genreg.



Please Read our Emails!

Emails from registration@viu.ca and advising.international@viu.ca will always contain information we feel is important and timely. In order to ensure that our messages are not identified as spam and filtered out of your inbox, please add our address (advising.international@viu.ca) to the list of contacts in your email program.

Your Online Student Record

Your student record is available at my.viu.ca. Most registration services are available online; update your address, add or drop courses, check your place on wait lists, review your fees, and much more.

Waitlist Procedures

- If you are on a waitlist and a seat becomes available to you prior to the first day of the semester, you will automatically be registered in the class.
- From Monday, January 7, 2019 to Monday, January 14, 2019, you must check your online student record each day. If a seat becomes available for you, it will be "Held" temporarily. You may claim your held seat that day online or in person at the Registration Centre in B200. If you do not claim the seat by 11:30 PM you will be removed from the waitlist.

- After January 14, 2019 you may be eligible to register using a "Request for Late Course Registration" form, gaining course instructor signature and bringing the form to B255 within two business days for registration (additional fees may be charged)

Remember to drop waitlisted courses if you are no longer interested or you may be charged for them.

Adding Courses

You can add a spring semester course until Monday, January 14, 2019 online or in person at the Registration Centre (B200). After that date, you must obtain permission from the instructor and use a Request for Late Course Registration form, available from the Centre for International Education (B255). Once the form is signed by the course instructor, please bring it to Building 255 within two business days for registration (additional fees may be charged).

Dropping Courses

If you register for a course and then decide you don't want it, you must officially drop it online or in person at the Registration Centre (B200). Please take note of these important deadlines if you are considering dropping a course:

- The last day to drop or switch a course or section before the fees are locked in is Friday, January 18, 2019. If you drop a course after this date you will be charged full fees for it.
- The last day to drop a course to avoid getting an "F" grade assigned is Monday, March 1, 2019. (No refunds will be issued for dropping a course).
- Under documented exceptional circumstances you may request a late withdrawal after March 1, 2019. Please see an International Student Advisor (B255) for further information.

"No Show" Policy

If you register for a course but decide you don't want to take it, you must officially drop it. It is not enough to inform your instructor or to just not show up. If you don't officially drop a course, you will be required to pay for it and you will receive a grade of "F". If you have to miss the first scheduled class but want to remain enrolled, you must notify your instructor or the area secretary by email or phone. Check the Employee Directory online at viu.ca/directory for contact information.

Course Prerequisites

Check your online student record to ensure that you meet prerequisites for courses: click on "Web Registration", "Register" for the Spring 2019 semester, and then "Check Prerequisites". Any unmet prerequisites will be noted in red print. Please withdraw from courses if you will not meet the prerequisite. Students not meeting course prerequisites are not eligible to take the course and may be deregistered. Prerequisite checking is a lengthy process that continues through the first two weeks of classes and by the time you are deregistered, it may be too late to register for another course.

If you would like to have a prerequisite waived, you must get a waiver form from Building 255, have it signed by the Department Chair, and return it to Building 255. Please ensure permission is granted as soon as possible and no later than Friday, January 4, 2019.

Academic Probation Policy

In May each year, students in academic programs who have completed a minimum of nine credits during the immediately preceding period of May 1 to April 30 will have their records reviewed. Those who have earned a grade point average (GPA) of less than 2.0 ("C") on all courses completed in this period will be placed on academic probation when they next register. An International Student Advisor will contact you to offer assistance. Refer to "Probation Policy" at viu.ca/genreg

Unofficial Withdrawal

If you stop attending classes, or miss a significant number of classes without explanation, you may be withdrawn from your class without prior notice. If this happens you will be assigned a grade of "UW" (unofficial withdrawal), which is the same as a fail "F" and carries a grade point value of zero.

Leave of Absence

If you wish to temporarily withdraw from Vancouver Island University for any reason, you may apply for a leave of absence for the remainder of the current and the following semester. Apply to the Dean of your program for a leave of absence. When you return, you will be considered a continuing student for the purpose of registration.

IMPORTANT NOTE: Provide a copy of the approval for leave of absence to the Centre for International Education as this may have an impact on your immigration status in Canada and medical insurance coverage.

Scholarships and Awards

In 2017/18 VIU students received close to 1.5 million dollars in scholarships, awards and bursaries from the VIU Foundation. To be considered for this support, make sure your "Scholarship/Award/Bursary Profile" (located in your online student record) is up-to-date. For more information visit viu.ca/FinancialAid.

For information about opportunities for scholarships and awards available through the Center of International Education, please visit international.viu.ca/international-student-scholarships-and-awards.

Important Dates

SPRING SEMESTER 2019



November 30 (Friday): Spring semester fees due. Any unpaid Spring semester fees will be assessed a late fee.

January 1 (Tuesday): New Year's Day; University Closed

January 4 (Friday): "Smooth Sailing" International Student Orientation

January 7 (Monday): First day of classes for the Spring semester.

January 14 (Monday): Last day of active wait-list for Spring Semester courses. After this date courses may only be added in-person using the Request For Late Course Registration form.

January 18 (Friday): Last day to drop or switch a course before the fees are locked in. Course changes after this date may incur additional fees.

February 18 (Monday): Family Day; University closed.

February 25-March 1 (Monday-Friday): Spring semester Study Days for academic programs

March 1 (Friday) Last day for academic penalty-free withdrawal from Spring semester courses, or to change from credit to audit (or vice-versa). No refunds will be issued for dropping a course.

March 1 (Friday): Last day for academic penalty-free withdrawal from full-year courses.

March 29 (Friday): Deadline to fill out your student record Scholarship, Award and Bursary Profile.

April 1 (Monday): Summer session fees are due. Any unpaid fees will be assessed a late fee.

April 12 (Friday): Last day of classes for Spring semester.

April 15-16 (Monday-Tuesday): Final examination study days for academic programs.

April 17 (Wednesday): First day of final examinations.

April 19-22 (Friday-Monday): Good Friday/Easter Monday; University closed.

April 30 (Tuesday): Last day of final examinations

May 3 (Friday): Final Spring semester grades due from instructors.

May 6 (Monday): First day of classes for May 7-week term and 14-week courses of Summer session.